



Job Description

Position: Program Manager	Status: Full time staff & Officer	Date: July 4, 2008
-------------------------------------	---------------------------------------------	------------------------------

Fundamental function of the Program Manager:

Reporting to the CEO of Resources North Association, the Program Manager is expected to:

- ✓ Be responsible for the organization and implementation of the Association's programs,
- ✓ Ensure that the overall program, individual projects and activities are planned and conducted in a timely manner and,
- ✓ Achieve the Association vision and objectives as defined by the Board of Directors.

Overview of Position

The Resources North Association is a not-for-profit society formed under the B.C. Society Act in 2007. The Association includes member organizations with a diverse range of interests and an elected Board of Directors. The members have joined together to plan and implement the programs of the Association under the auspices of Canada's Forest Communities Program. The Association operates from its office located in Prince George, British Columbia, Canada.

The Program Manager manages the planning and implementation of the Association programs through effective leadership, partnership and team building, supervision and direction of staff and contractors, and liaison with the many participants. The numerous participants involved in the Association and Canada's Forest Communities Program add to the complexity of the organization required to meet both program and project schedules.

The Program Manager is an Officer of the Association and is required to have a broad understanding of all Association program areas and excellent leadership and team-building skills to effectively chair the Association's Program Coordination Committee and participate as a member of the three pilot project committees. Credibility, respect, and rapport must be established with specialists and lay persons participating in the process. The Program Manager will also work collaboratively with the national Forest Communities Program Secretariat as well as both the national and international Model Forest Networks in matters related to model forest initiatives.

For BOD meetings, the Program Manager, in consultation with the Board Chair, is required to prepare the agenda. At the Board meetings, the Program Manager is expected to provide a Program Manager's report summarising generally the Association activities since the last Board meeting, present program plans for approval, provide updates on program progress, summarise external events and happenings affecting the Association, and prepare the minutes.

The Program Manager will manage the implementation of approved plans, and ensure that all business of the Association is properly conducted in accordance with legislation, regulations and bylaws of the society. The Program Manager is dedicated largely to the strategic growth and development of the Association, elevating the profile of the Association among the partners, stakeholders and communities, effective partnering with First Nations, meaningful engagement of partners in Association programs, and overseeing the organization, delivery and review of the Association's initiatives in areas consistent with approved work plans. The Program Manager reviews results with the Association CEO on a regular basis. The Program Manager is responsible for ensuring that the Contribution Agreement (with its associated Workplans) between the Association and Canadian Forest Service is delivered.

The Program Manager will develop and recommend to the Board, strategies, initiatives, and actions required to assist in development, planning and delivery of the Association programs. The Program Manager will work closely with the Association Comptroller and other staff in the preparation of budgets, accounting and all other legal records, preparing annual reports, facilitating audits, and ensuring policy guidelines established by the Association are consistently followed. The Program Manager is responsible for the timely completion of all Association deliverables, and that full payment is promptly received from the appropriate funding agencies.

Key Responsibilities and Duties:

1. Advise the Association Board of Directors on strategic, project and funding opportunities, administrative structures, program strategies, program activities, project status, and program and project progress.
2. Submit annual workplans to the Association BOD for approval.
3. Deliver annual workplans approved by the BOD.
4. Act as an Officer of the Association.
5. Participate in Forest Communities Program Secretariat meetings and work collaboratively with the Canadian Model Forest Network and other Model Forests in matters related to national initiatives.
6. Direct staff in the organization of the many tasks of the Association's programs into a logical schedule for implementation.
7. Oversee staff in the implementation of contracts and controls for project work to ensure that deadlines for progress, reporting and payments are met.
8. Ensure that contract commitments are fulfilled and that costs are fully recovered.

Key Skills, Abilities and Experience:

1. Minimum BSc or BA in natural resource management, social or economic sciences (or equivalent knowledge and expertise). MSc or MA with emphasis on resource-society linkages would be an asset.
2. Minimum 5 years experience in related fields.
3. Minimum 3 years managing sustainable resource management projects / programs.
4. Experience preparing and implementing strategic plans for research, knowledge transfer, and /or resource management.
5. Demonstrated success at building strategic and operational partnerships to achieve program goals.
6. Experience in writing grant proposals.
7. Knowledge of sustainable resource management systems and an understanding of related policies would be an important asset.

Location and Salary:

1. The position is located in Prince George, British Columbia.
2. The salary and benefits will be negotiated and commensurate with experience and qualifications.

Approved on behalf of the Resources North Board of Directors:



Chair, RNA Board

July 4, 2008

Date